

*Vince - a new
comprehensive
pls see notes*

29 September 1988

*DD/L -
PE
Grp/Staff
chefs.*

MEMORANDUM FOR: Deputy Director for Administration

FROM: John M. Ray
Director of Logistics

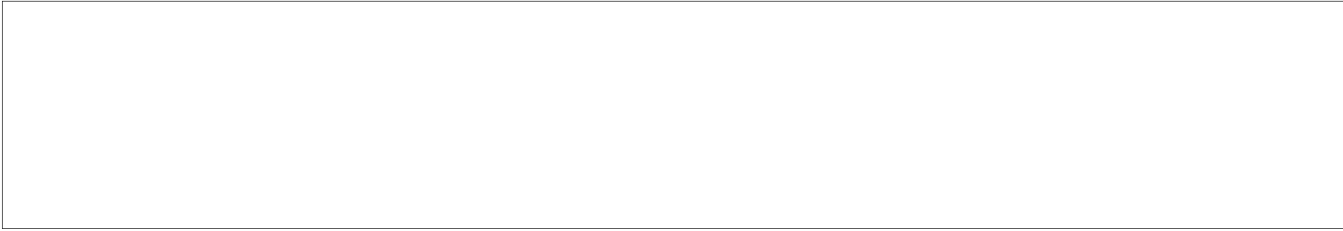
SUBJECT: Report of Significant Logistics Activities for
the Period Ending 27 September 1988

1. Events of Major Interest That Have Occurred During the
Preceding Week:

S E C R E T

Lot

25X1



e. On 21 September, KOFCO (the vendor) delivered 38 Correy-Hiebert workstations to Key Building. OL personnel unloaded three truckloads in 3 1/2 hours. This was an experiment to see what benefits can be realized by having large amounts of office furniture delivered directly to the customer. Immediate benefits are savings in time, labor costs, and storage space. Another benefit is that discrepancies are immediately noted and resolved with the vendor. There is a reduction of lost and damaged furniture because it is handled only once. Furniture delivered [redacted] is moved and handled six times before it reaches the customer. [redacted]

*Excellent
furniture!*

25X1

25X1

25X1



* k. OL reports that the paving of the DCI garage, previously scheduled for 23 through 27 September, has been postponed by the contractor. Tentative dates for the work are set for 7 through 10 October. This change has been coordinated with DCI/Admin.

1. OL reports that the re-roofing of the main and guest house on the Scattergood-Thorne Property is complete. The only remaining work under this project is to install new gutters and downspouts.

n. OL reports that the Office of Security has advised that effective 28 September, the two entrances to the Headquarters Compound off Turkey Run Road will be reversed. The current construction gate will become the employees entrance and the employees entrance (adjacent to West Lot) will be used by construction personnel. The move has required repositioning of traffic signs, as well as posting marquee signs.

25X1 q. The 15 September cutoff for FY 88 has resulted in a successful
25X1 conclusion to the Fiscal Year. After allowing four days to input obligations
incurred prior to close of business on 15 September, [REDACTED]

t. Final preparations for the 1 October Family Day activities are underway. Arrangements are being made for a podium, an outdoor speaker system, and chairs to be placed in the quadrangle for the DDA's address. The displays of the New Headquarters Building and the Day Care Center are being moved to the main entrance for easier visibility. During the evenings of 29 and 30 September, Allied will make a review of all public areas to make sure that things are properly maintained. On 1 October, representatives from the Facilities Management Group and Allied will be present throughout the day to ensure that everything is running smoothly.

25X1 The Printing and Photography Group, OL, is also gearing up for a
25X1 full day of activities. Starting at 0900, tour guides will be on hand and other employees will be at their workstations ready to explain the various operations. Preprinted coloring books, Beltway maps, posters, and black and white handouts of our favorite pandas will be available for all visitors. There will also be a chance to "see yourself" on TV. [REDACTED]

25X1 w. The Printing and Photography Group, OL, has placed bar code labels
25X1 on all of the overt Agency copiers. Beginning 26 September, copier meter
readings will be collected by the Copier Management Staff utilizing bar code
readers. This automated method of collecting the copier meter readings will
significantly reduce processing time.

25X1 y. Agency Contracts Group, OL (ACG/OL), reports that paper will be in
short supply and may severely impact delivery dates. The marketplace is faced
with increased demands, both domestic and foreign, and it is anticipated that
this trend will continue. This is due in part to recent Canadian mill
strikes. Mills that are currently operating are doing so at over 96 percent
capacity with the norm being 93 percent for time and tonnage produced.
Logistics Officers have been advised to evaluate their requirements and submit
their requirements to the ACG to ensure that all needs are met.

2. Significant Events Anticipated During the Coming Week:

25X1 None.

A/ John M. Ray